

Committees Policy

Date adopted by Council: October 24, 2023



1. POLICY STATEMENT

The Town of Lunenburg recognizes the importance of fostering strong relationships with residents, regional partners and neighbouring municipalities through participation on committees, which can help address and advise on shared challenges, leverage opportunities, and promote regional cooperation.

2. PURPOSE

The purpose of the Committees Policy is to establish a framework that governs the creation, operation, and oversight of committees formed by Council. This policy also directs Council participation and representation on partner, inter-municipal or external committees and boards not led by the Town of Lunenburg.

3. APPLICABILITY

This policy applies to all Town of Lunenburg Council Committees. This policy also applies to councillor appointments to partner, inter-municipal or external committees and boards.

4. COMMITTEE DESCRIPTIONS

Council Committees are typically composed of Town of Lunenburg residents and councillors and are responsible for conducting research, making recommendations, and advising on matters within their designated scope to be brought forward to Council.

Inter-municipal committees are specialized committees established through formal agreements, such as inter-municipal service agreements, regional bylaws or other contractual arrangements where Council members from different municipalities, and possibly other stakeholders, come together to address specific matters of regional or shared interest.

Partner committees are committees where Council collaborates with municipal partners or other stakeholders by invitation, formal agreements, or other service agreements.

External committees are independent committees or organizations outside the direct jurisdiction of Council. Council may choose to participate in these committees upon request.

Task force is a temporary and specialized group convened by Council to address a specific, complex issue within a defined timeframe. Task forces typically comprise subject matter experts, relevant stakeholders, staff and Council members. They aim to conduct in-depth research, analysis, and collaborative problem-solving to generate recommendations or solutions for Council's consideration. Once the task force's objectives are met, it is disbanded.

5. COUNCIL COMMITTEES

Current Council Committees are outlined in Appendix A. Appendix A may be modified through a motion of Council and does not require an amendment to this policy.

6. CREATION OF COUNCIL COMMITTEES

New Council Committees may be created by a motion of Council. A notice of motion is required before Council votes on creating a committee.

The following factors may trigger the creation of a new committee:

- Public issues or trends;
- Legislative requirement;
- Council request; or
- Staff request.

Council may appoint special Task Force committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that task force as determined by Council. In appointing a Task Force committee, Council and the Chief Administrative Officer will create clear terms of reference, a schedule for the Task Force committee to report, and the procedure to select a Task Force chair.

7. DISSOLUTION OF COUNCIL COMMITTEES

Council Committees may be dissolved by a motion of Council. A notice of motion is required before Council votes on dissolving a committee.

The following issues may trigger the dissolution or completion of a committee:

- Completion of mandate;
- Resolution of issues;
- Merger with another committee;
- Annual review process;
- Council request; or
- Staff request.

8. COUNCILLOR APPOINTMENTS

The Mayor and the Chief Administrative Officer will recommend and review councillor appointments to committees annually in October. Recommendations will be based on Council member interests, committee needs, and Council member scheduling conflicts, along with other considerations that may be relevant (such as family and work commitments). The Mayor and the Chief Administrative Officer will strive to bring forward equitable and fair recommendations to all Council members and distribute the workload amongst all Council

members.

During the annual review, councillors do not need to be reappointed to existing appointments if there are no recommended changes.

Once appointed to committees, Council members are expected to attend and be fully committed to each committee they are appointed to.

The Mayor is an ex-officio voting member on all Committees of Council. However, the Mayor may only vote at these meetings if the Committee lacks quorum.

Council's current appointments are outlined in Appendix A. Appendix A may be modified through a motion of Council and does not require an amendment to this policy.

9. COUNCIL APPOINTMENTS TO PARTNER, INTER-MUNICIPAL OR EXTERNAL COMMITTEES AND BOARDS

Council may participate or be required to participate on committees with municipal partners or other partners via request or through inter-municipal service agreements, other service agreements, regional bylaws, or similar documents.

Council may choose to participate in external committees upon request. When considering a request to sit on an external committee, Council will consider the potential value to the Town and the requesting committee's alignment with Council's interests and priorities.

Any invitation to participate in a partner, inter-municipal or external committee will be considered at a Council meeting.

Council will not appoint any members to any committee with a potential conflict of interest or a perceived conflict of interest between the community group or organization and Council.

Councillors appointed to partner, inter-municipal or external committees will report any updates or recommendations that may require Council's consideration.

10. VOLUNTEER PARTICIPATION BY COUNCILLORS

Council members may volunteer their time to serve on external committees not directly affiliated with Council or the Town of Lunenburg. In such cases, they will do so in a personal capacity as volunteers or citizen representatives, independent of their roles as Council members. This volunteer participation is subject to the following conditions:

- Council members must disclose their intent to participate as volunteers to Council, including details of their involvement, before joining the external committee;
- Council members participating as volunteers or citizen representatives must avoid any actions or decisions that create a perceived conflict of interest or compromise their impartiality as Council members; and
- While serving as volunteer or citizen representatives, Council members must clearly state that they do not represent Council's official position or make decisions on its behalf.

11. CITIZEN APPOINTMENTS TO COMMITTEES OF COUNCIL

Citizen committee members must be residents of the Town of Lunenburg. Exceptions can be made by Council if there are insufficient Town resident applicants. In the case of insufficient Town resident applicants, Council may consider applicants from Lunenburg County.

No citizen shall serve concurrently on more than one Council Committee to encourage a broad degree of citizen involvement. Exceptions can be made by Council if there are insufficient applicants.

Citizen members must be at least 18 years old unless Council or the Committee is seeking a youth representative.

Citizen member appoints will be for two-year terms unless otherwise specified in a committee's terms of reference.

Citizen members may serve for up to two consecutive terms. Citizens who have served two consecutive terms are ineligible for reappointment for one calendar year after their most recent term expires unless there are no other qualified applicants. In this case, the citizen may be reappointed three months after their most recent term expires.

Without written approval from the Committee, any member absent from three consecutive committee meetings will cease to be a member.

Town of Lunenburg employees (full or part-time) are not eligible to serve as a member of a Committee of Council.

12. COUNCIL COMMITTEE HONORARIUM

Citizens appointed to a Council Committee may receive an annual honorarium as allocated in the Town's annual operating budget.

13. GENERAL REGULATIONS

Terms of reference for Council Committees and any amendments to a Committee's terms of reference must be approved by a motion of Council.

All committees will meet in accordance with its terms of reference.

When necessary or applicable, following a Council Committee meeting, an appointed councillor will provide a meeting update at the next regularly scheduled Council meeting.

Council Committees will be chaired by an appointed Councillor unless otherwise legislated or voted on by the respective Committee.

Committee meetings, minutes and records are open to the public.

The role of all committees is limited to advising Council. No committee has the power to commit the Town to either spend money or take any particular action.

No committee member will give specific directions to any staff member at any committee meeting. The responsibility for giving specific directions to staff will reside with Council through direction to the Chief Administrative Officer.

14. TOWN RESOURCES

For committee purposes, Council Committees may utilize the following Town resources unless the Chief Administrative Officer determines that there are insufficient resources:

- Town's facilities and supplies for meetings, photocopying, postage and other administrative needs reasonably necessary and budgeted;
- External services or expenses reasonably necessary and budgeted;
- Town staff advice and support; and
- Other resources reasonably necessary and budgeted.

15. COUNCIL'S ROLES AND RESPONSIBILITIES

Council will:

- Appoint citizen members to committees of Council.
- Annually review Council member appointments to all committees.
- Review requests for Council representation on partner, inter-municipal and external committees.
- Approve Terms of Reference for each Committee of Council.
- Provide relevant committee updates at regular Council meetings.

16. CHIEF ADMINISTRATIVE OFFICER (CAO)'S ROLES AND RESPONSIBILITIES

The CAO will:

- Appoint a staff member or members as a liaison/resource member to all committees.
- Review all Council Committees minutes and highlight any items that require Council's attention.
- Help or delegate staff to help develop Terms of Reference for new Council Committees or task forces.
- Designates roles for staff to help administer this policy and administrative procedures.

TOWN OF LUNENBURG

Clerk's Annotation for Official Policy Book

Policy: Committees Policy

Date of Notice to Council: October 10, 2023

Date of Adoption: October 24, 2023

I certify that this Policy was adopted by Council as indicated above.

Municipal Clerk

Date: October 25, 2023

ADMINISTRATIVE PROCEDURES

Committees Policy

Date approved by CAO: October 24, 2023



1. STAFF ROLES AND RESPONSIBILITIES

The Municipal Clerk or designate will:

- Publicly advertise vacancies on Committees of Council.
- Keep track of applications and membership terms.
- Maintain application forms.
- Strive to have all committee agendas circulated to committee members and posted for the public one week before a meeting.
- Work with all departments to ensure a recording secretary is available for all committee meetings.
- Ensure that the minutes of each meeting are forwarded to all committee members.
- Maintain all records of Council Committees.
- Provide advice on Committee procedural matters.



Internal Town Committees

- Audit Committee
- Committee of the Whole
- Heritage Advisory Committee
- Planning Advisory Committee
- Protective Services Committee
- Source Water Protection Advisory Committee

Inter-Municipal Committees

- Lunenburg County Accessibility Advisory Committee
- Region 6 Solid Waste Management Committee
- REMO Advisory Committee
- South Shore Regional Public Library Board
- Regional Anti-Racism and Anti-Discrimination Committee

Partner Committees

- Trustees of Lunenburg Common Lands
- Lunenburg County Seniors Safety Advisory Partnership

External Committees

- Lunenburg Cultural Collective (formerly the Cultural Implementation Group)
- Lunenburg Fishermen’s Memorial Society
- Harbour View Haven
- Lunenburg Waterfront Association
- South Shore Housing Action Coalition Committee
- Lunenburg Academy Foundation Board

Version Log

Amendment Description	Council Approval Date
Added the Regional Anti-Racism and Anti-Discrimination Committee	April 11, 2023
Added the Source Water Protection Advisory Committee	Feb. 27, 2024

Added the Lunenburg Academy Foundation Board	Jan. 14, 2025
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